

PLAN REVIEW GROUP

Overview

The Plan Review Group is a branch of the Land Development Division of Development Services. The primary function of the group is to review construction plans, documents, easements, etc. associated with privately funded public improvements required for land development. Another function would be the review of building plans for compliance with our design criteria and provide comments as to its impact on the public infrastructure.

Scope and functions

The Plan Review Group Section primary function encompasses the following work:

1. Review construction plans, (street plans, storm and sanitary sewer plans, grading silt and erosion control plans, storm drainage studies, floodplains studies, and culvert plans).
2. Respond to property owner concerns associated with land development.
3. Coordinate with the plats review group for completion of the final subdivision plat.
4. Review building plans, floodplains certificate plans and studies submitted to the Plans Review Division of Development Services.

Review construction plans

It is our objective to insure that all submittals related to public infrastructure improvements are in conformance with the design criteria of the American Public Works Association and the supplemental criteria adopted by the City. We are responsible for coordinating the resolutions of issues that may arise as a result of the improvements with other departments, governmental agencies, and citizens as required. We are obligated review all ordinances and other City imposed conditions related to the developments to insure compliance.

Responding to property owner concerns

Our objective, is to provide excellent customer service to citizens, timely and in a professional manner. Often, property owners in the vicinity of a development inquire as to the status of the review, or inquire about the impact of the proposed development on their neighborhood. It is our responsibility to respond by visiting the site or addressing the issues by letter as required. Also, inquiries from consulting engineers and other governmental agencies are received.

Coordinate with the Plats Review Group

The reviewer has an important role in assisting the Plats Review Group, another branch of the Land Development Division, in finalizing the final subdivision plat document. The

public improvements construction plans associated with the plat must be in agreement with the horizontal and vertical presentation shown on the plat. Easements to be vacated or established must be accurately shown. The reviewer's sign-off is crucial to the plat advancing to the City Council.

Review of the building plans submitted to the Plans Review Division

Building plans are reviewed for compliance with the design criteria of the American Public Works Association and the supplemental design criteria adopted by the City. Grading, silt and erosion issues, driveway locations, sanitary sewer extensions and storm drainage issues are reviewed and comments submitted to the applicant. The reviewer will coordinate the discussion of outstanding issues with the applicant as required. Our objective is to provide a safeguard that the construction on the site does not present an adverse impact to the public or public infrastructure.

[Return to “Land Development Guides – Policies – References – and Standards”](#)